



TO: Massachusetts Licensed Foresters
FROM: Priscilla Geigis, Director, Division of State Parks and Recreation
SUBJECT: Forester License Renewal

Enclosed is your application for annual license renewal. Please note that Thomas Ryan has replaced Gordon Boyce as the Secretary for the Forester Licensing Board. All correspondence should be directed to:

Thomas Ryan, Secretary FLB
1048 North Road
Westfield, MA 01085
(413) 532-6872 ext 402
Tom.Ryan@state.ma.us

According to 302 CMR 14.04(6),
[Forester Licensing Regulations provided separately in this package]

- (a) Not less than 30 days before the expiration of his or her license, a Licensed Forester shall submit a renewal application accompanied by the required fee to the Director of State Parks and Recreation.
- (b) If within sixty (60) days subsequent of the date of license expiration any Licensed Forester fails to renew his or her license, he or she shall not engage in the practice of forestry until a new license is issued. Each Licensed Forester seeking the renewal of his or her license shall comply with the Director's policy on continuing education for Licensed Foresters.
- (c) Any Licensed Forester who fails to renew his or her license or fails to meet the continuing education requirements of the Director of State Parks and Recreation's policy shall be ineligible for application for a new license for a period of twelve (12) months from the date of license expiration as depicted on the license. For any Licensed Forester who is called to, or serves on active duty with any branch of the armed forces for a period greater than 90 consecutive days during a license year, the CFE requirement for that year will be waived upon written request. Upon written request by any Licensed Forester, for good cause shown and documented, other service such as Peace Corps, extended jury duty, incapacitation due to illness or injury, the Director may waive the CFE requirement for that year.

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS

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Deval L. Patrick
Governor

Timothy P. Murray
Lt. Governor

Ian A. Bowles, Secretary
Executive Office of Environmental Affairs

Richard K. Sullivan, Jr., Commissioner
Department of Conservation & Recreation

DCR Forester Licensing Policy #2, which sets forth Continuing Forestry Education (CFE) requirements, is attached.

Policy #2 states that: **"Each Licensed Forester shall complete an average of at least 20 Continuing Forestry Education (CFE) credits per year to maintain his or her license. The average shall be calculated for the 3-year period coinciding with the terms of the license."** The FLB has interpreted that language to mean the following:

For those of you who have not completed 20 credits in the last year (1 year time period starting with the date in the upper right hand corner of your application page labeled "Last License Issue Date"), you will be allowed to go back as far as three years prior to your renewal date in your CFE submission in order to meet the 20 credit / yr. average. CFE's previously submitted may be resubmitted now in the three-year average calculation.

For those of you who have completed 20 credits within the last year (1 year time period starting with the date in the upper right hand corner of your application page labeled "Last License Issue Date") you need to only submit those 20 credits.

All applications must have supporting documentation for CFE credits (i.e. course certificates, cancelled checks, copies of articles written, certificates of membership on town boards, etc.)

Please use the enclosed forms to apply for license renewal.
Submit with the \$50.00 renewal fee as soon as possible to:

Thomas Ryan, Secretary to the Forester Licensing Board, 1048 North Road, Westfield, MA 01085.

Make checks payable to the "Commonwealth of Massachusetts"

If you have questions contact: Thomas Ryan at 413-532-6872 ext 402 or
Tom.Ryan@state.ma.us

Enclosures

MASSACHUSETTS FORESTER LICENSE RENEWAL APPLICATION

I, _____, hereby apply to the Director of State Parks and Recreation for a renewal of my Massachusetts Forester License. I certify that I presently hold Massachusetts Forester License Number _____. Last License Issue Date: _____

SIGNATURE: _____ **DATE:** _____

NOTE: DCR creates a directory of active Massachusetts Licensed Foresters available on the Commonwealth's web site.

Please make corrections, if necessary, to the information displayed in the address boxes below. Also, please answer the following questions so that we list your information correctly. All items with no response will be assumed to be listed correctly.

I would like to be listed in a directory of Foresters for public distribution: Yes____ No____

I would like my directory listing and/or mailings to use: Home Address _____ Affiliation Address _____

I am currently an SAF Certified Forester (CF): Yes _____ No _____

I am an employee of: State Government _____ Federal Government _____ Private Sector _____
Other-please specify _____

Home Address

NAME:		
ADDRESS:		
CITY:	ST:	ZIP:
PHONE:	FAX:	
E-MAIL:		

Affiliation Address

AFFILIATION:		
ADDRESS:		
CITY:	ST:	ZIP:
PHONE:	EXT:	FAX:
E-MAIL:		

Mail this renewal application to Department of Conservation and Recreation,
MA Forester Licensing Board, 1048 North Road, Westfield, MA 01085

OFFICIAL USE ONLY

Date of Re-issue _____	Check No. _____	Check Amount _____
		Exempt (Y/N) _____

Continuing Education Summary

Category I

EIGHT HOURS MINIMUM: List below organized course work or activities in forestry or forestry related subject matters such as silviculture, mensuration, forest pest management, habitat management, urban forestry, or forest policy. Category I courses include seminars, short courses, and workshops conducted or sponsored by public or private organizations, as well as technical sessions of SAF meetings or conferences. Credit will be approved only for subject matter directly related to forestry or forest resources. Credit accrues at the rate of one hour for each hour of actual participation. Provide certificate stating SAF and/or MA CFE credit; if not available then submit supporting documentation consisting of hourly agendas, course outlines, or activity announcements with sponsor validating signature.

CONTACT HOURS				
Course, meeting or session	Sponsoring Organization	Date(s) Attended	Requested	Verified
Total Category 1				

Category II

TWELVE HOURS MAXIMUM: List below other organized course work or activities not specifically in forestry or forest-related areas, but which are professionally enriching or directly beneficial to the individual in his or her present position. Examples include general sessions of SAF or other professional meetings and course work in areas such as real estate, computer science, managerial and leadership skills, public speaking, or vertebrate zoology. Credit accrues at the same rate as for Category I. Provide certificate stating SAF and/or MA CFE credit; if not available then submit supporting documentation consisting of hourly agendas, course outlines, or activity announcements with sponsor validating signature.

CONTACT HOURS				
Course, meeting or session	Sponsoring Organization	Date(s) Attended	Requested	Verified
Total Category 2				

Category III

TWELVE HOURS MAXIMUM: List events requiring preparation and presentation of course work or activities such as described in categories I and II that requires effort beyond the general scope of the individual's normal duties or job description. Credit accrues at the rate of 2 credits for each 1 hour of presentation. Provide certificate stating SAF and/or MA CFE credit; if not available then submit supporting documentation consisting of hourly agendas, course outlines, or activity announcements with sponsor validating signature; and specifically lists you as a speaker.

CONTACT HOURS				
Course, meeting or session	Sponsoring Organization	Date(s) Attended	Requested	Verified
Total Category 3				

Category IV

TEN HOURS MAXIMUM: List published materials involving the preparation, writing and submission for publication of forestry or forestry-related subject matter that requires effort beyond the general scope of the individual's normal duties or job description. Credit is 15 hours for each article that is technically reviewed and 5 hours for popular articles or series. Provide copy of publication and name of publisher (newspaper, magazine, journal etc.).

				CONTACT HOURS	
Title	Publisher	Date(s) Published	Requested	Verified	
Total Category 4					

Category V

FOUR HOURS MAXIMUM: Self-improvement in forestry and forestry-related subjects. Included is participation in or attendance at meetings not qualifying for category I or II, such as those conducted by state boards of forestry or forestry licensing committees. Also included is self-improvement through reading appropriate technical publications or viewing audiovisual presentations on technical forestry subjects. Credit accrues at the rate of 1 hour for each hour of an activity.

				CONTACT HOURS	
Title; meeting or session	Publisher; Sponsoring Organization	Date(s) Attended	Requested	Verified	
Total Category 5					

Category VI

TEN HOURS MAXIMUM: holding elected or appointed office or active committee assignments in the SAF, Massachusetts Association of Professional Foresters, or allied professional organizations such as the Wildlife Society, Society for Range Management, or Association of Consulting Foresters. Credit is 5 hours per year for elected office or chair of committee and 2 hours per year for active committee membership.

				CONTACT HOURS	
Office or Assignment	Organization	Date(s)	Requested	Verified	
Total Category 6					

TOTALS

		Beginning Date			
		Ending Date			
Total of all Hours			Accrued	Requested	Verified
	Category 1 (8 hrs. min.)				
	Category 2 (12 hrs. max.)				
	Category 3 (12 hrs. max.)				
	Category 4 (10 hrs. max.)				
	Category 5 (4 hrs. max.)				
	Category 6 (10 hrs. max.)				
	TOTAL				

APPLICATION FOR CFE CREDITS

Name _____ Forester License # _____
Mailing address _____
City _____ State _____ Zip _____

Beginning Date _____
Ending Date _____

Total of all Hours	Accrued	Requested	Verified
Category 1 (8 hrs. min.)	_____	_____	_____
Category 2 (12 hrs. max.)	_____	_____	_____
Category 3 (12 hrs. max.)	_____	_____	_____
Category 4 (10 hrs. max.)	_____	_____	_____
Category 5 (4 hrs. max.)	_____	_____	_____
Category 6 (10 hrs. max.)	_____	_____	_____

Having completed the contact hours listed above, I hereby apply for Continuing Forestry Education credits. To the best of my knowledge the information contained in this application is accurate and complete.

Signature _____ Date _____

For FLB Use

I have examined the above application and find it accurate and complete. I hereby approve the application and forward it to the licensee file.

Signature _____ Date _____